

# Locating, Hiring, and Managing an Evaluator

## Intended Audience

State and Community-level prevention practitioners with a basic understanding of the role of evaluation programming.

## Objectives

Participants in the course will have the opportunity to:

- Explore reasons for conducting a thorough evaluation of prevention activities
- Discuss the advantages and disadvantages of participatory evaluation
- Learn ways to find and hire the right person to help you evaluate your program
- Learn how to work effectively with an evaluator
- Identify ways to reduce the costs of an evaluation
- Access additional evaluation resources

## Description

*Locating, Hiring, and Managing an Evaluator* is designed to help practitioners develop the knowledge and skills needed to initiate the process of evaluating your program's prevention activities. It is not meant to teach participants how to conduct an evaluation on your own, but rather how to think through key issues that will help make evaluation more feasible and useful. It combines readings, online activities, and moderated discussion. Course materials include a planning tool, sample budgets and contracts, an annotated bibliography of evaluation guides and courses, and links to related Web sites. **This is the first of three online courses that address issues related to evaluation.**

*This is an asynchronous event, which means that participants can take the course at their own pace and log in at their convenience. However, to benefit most from the materials and online discussion, we encourage participants to adhere to a recommended schedule.*

**Course Length** 1 week (4 daily sessions)

## Course Requirements

Participants are expected to:

- Visit the course Web site daily
- Complete all online activities
- Participate regularly in online discussion (e.g., post 1-2 comments to the Discussion Board per activity)
- Complete an online evaluation

## Technical Requirements

- Computer with Internet access and at least 128 megabytes of RAM (memory)
- Computer capable of using Microsoft Internet Explorer, version 5.0 or higher
- Web-based e-mail account

## Contact Information

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